

MONROE COUNTY

JOB DESCRIPTION

Position Title: DIRECTOR LIBRARIES		Date: Oct 18, 1999
Position Level: 12	FLSA Status: Exempt	Class Code: 12-10

GENERAL DESCRIPTION

Responsible for coordinating the operations and interactions of the 5 Libraries of the Monroe County Public Library System.

KEY RESPONSIBILITIES

1. Responsible for the overall budget planning, development and management of the Libraries.*
2. Represents the Library System to residents, visitors, civic, educational and other organizations.*
3. Coordinates with the Library Advisory Board, County offices, State and Regional library agencies.
4. Coordinates internal library operations and branch library interactions and cooperation.
5. Responsible for the short and long range planning for the library services and needs including overall development of material, collections, space utilization, and personnel.*
6. Responsible for prioritizing yearly written mission and value statements for the Libraries in order to maintain currency in library operations.
7. Other related duties as assigned.

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: DIRECTOR, LIBRARIES	Class Code: 12-10	Position Level: 12
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KEY JOB REQUIREMENTS	
<i>Education:</i>	Master's Degree required. Major(s) required: Library Science.
<i>Experience:</i>	5 to 7 years experience (2 years of which must be in a public library).
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	As assigned. May require evenings and Saturdays.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____